



Adult Center for Education Winter-Spring 2012 Computer Classes

920 Moxahala Ave
Zanesville, OH 43701

Welcome to the World of Computers – CP01

This 12-hour class replaces four of our previous classes. Students will learn the basic computer concepts, Windows 7, Basic Microsoft Word 2010, the Web and email basics.

12 hour (4 sessions 3 hours each) \$92
2/21 & 3/1 Tue & Thu 1 pm – 4 pm
3/6 – 3/15 Tue & Thu 6 pm – 9 pm

Keyboarding – CP02

Do you have trouble typing on a keyboard? Take this basic keyboarding class to get help building your typing speed and accuracy.

20 hours (8 sessions 2.5 hours each) \$99
4/2 – 4/25 Mon & Wed 6 pm – 8:30 pm

Digital Imaging Basics – CP10

Students will learn some basic photography tips and camera settings. They will also learn how to remove the photos from their cameras and some ideas of what you can do with the digital photos. Students may bring their camera and cords to download pictures they take.

6 hours (2 sessions 3 hours each) \$55
1/24 & 1/26 Tue & Thu 6 – 9 pm

Photoshop Elements – CP11

Learn photo editing techniques with this popular home photo editing software. Students will learn to remove parts of photos, photo merge, lighting changes, and much more.

21 hours (7 sessions 3 hours each) \$165
1/30 – 2/20 Mon. & Wed. 1 pm– 4 pm
1/31 – 2/21 Tue & Thu 6 – 9 pm
4/2 – 4/16 Mon, Wed & Fri 9 am – 12 pm

Cloud Computing with Office 2010 – CP13

Learn what it means to use Cloud Computing and how Microsoft 2010 is involved. No need to have a storage device such as a thumb drive, portable hard drive, etc.—just send it all to the cloud and share with your friends and family!

3 hours – 1 session \$25
3/7 Wed 1 pm – 4 pm
5/1 Tue 1 pm – 4 pm



New Technologies – CP14

Check out the newest, hottest technologies available to help you work faster, smarter and more productive and tech-savvy during this 3 hour seminar!

3 hours 1 session \$25
3/21 Wed 1 pm – 4 pm
5/10 Thu 1 pm – 4 pm



Microsoft Office 2010

Each course 12 hours \$165 (includes book and access to online supplemental material) The materials we are using are Authorized Courseware by Microsoft for Certification purposes. Even if you don't want to take the exams, the topics covered in this courseware have been identified as the most used in the business world. Complete course outlines will be posted online.

Word Core – CP03

2/7 – 2/16 Tue & Thu 1 pm – 4 pm
5/1 – 5/10 Tue & Thu 6 pm – 9 pm

Word Expert – CP07

3/2 – 3/23 Fri 9 am – 12 noon

Excel Core – CP04

4/10 – 4/19 Tue & Thu 6 pm – 9 pm

Excel Expert – CP08

3/7 – 3/28 Tue & Thu 6 pm – 9 pm

PowerPoint Specialist – CP06

3/5 – 3/26 Mon 9 am – 12 pm

Access Specialist – CP05

3/5 – 3/26 Mon 1 pm- 4 pm



Call **740-455-3111** to register or send payment with class information to:

**Adult Center for Education
400 Richards Road
Zanesville, OH 43701**